



SRC

CLUBS AND SOCIETIES HANDBOOK AND GUIDELINES

2016/2017

CONTENTS

WELCOME	3
DATES TO REMEMBER	4
AFFILIATION	5
MINIBUS.....	6
BOOKING	6
TEST.....	7
HOT WATER FLASK AND A2 POSTER BOARD	7
LIBRARY STALL SPACE.....	7
ROOM BOOKINGS	8
WILLIAMS ROOM	8
SMALL MEETING ROOM.....	9
CENTRAL TIMETABLING	9
OTHER OPTIONS.....	9
FUNDING	10
APPLYING FOR SRC GRANTS.....	10-11
FUNDRAISING LOANS.....	11
CLAIMING SRC GRANTS.....	12
GRANT REPORTS	12
EXPENSIVE ITEMS.....	12
OTHER FUNDING	13
FUNDING RESOURCES	13-14
WELCOME POINT SCREEN.....	15
WEBSITE	15
HIGHER EDUCATION ACHIEVEMENT REPORT.....	15
VOLUNTEERING CLUBS AND SOCIETIES	16
FRESHERS FAIR	16
RUNNING A CLUB.....	17
COMMITTEE	17
ORDINARY MEMBERS.....	18
MEETINGS	18-19
MEMBERSHIP FEES.....	19
BANK ACCOUNTS	19-20
DEALING WITH PROBLEMS	21
COMPLAINTS PROCEDURE.....	21
CODE OF CONDUCT.....	21-22
SRC CONTACTS.....	23

Welcome

Being part of a club or society is one of the most rewarding activities that you can do whilst a student at the University of Glasgow. The University has hundreds of clubs to join, giving you the opportunity to meet people with similar interests and pursue your hobbies. If your interest is not on the list, you can apply to start your own society. The SRC can in some instances help societies financially, and can also assist with minibus hire, room rental and advice.

This guide details all you need to know about successfully running a club and how we at the SRC can help. We are always interested in hearing about your activities so please get in touch with all your success stories. The SRC hosts different campaign weeks over the course of the year, which will offer clubs and societies a great chance to get involved with the SRC, so keep an eye out for further details.

If you have any questions about any part of this guide or any general questions about how to run a club or society or even how to set one up, feel free to contact me at vp-activities@src.gla.ac.uk 0141 330 5360, myself and our Charities, Clubs and Societies Officer Pritasha Kariappa ccs-officer@src.gla.ac.uk will be more than happy to help you.

You can find all the information you will need about clubs and societies online at www.glasgowstudent.net/clubs/ including affiliation and grant forms. These are also available to collect from the SRC Welcome Point in the John McIntyre Building on University Avenue.

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DATES TO REMEMBER

Freshers' Week.....	12 th – 16 th September
Bi-Visibility Day	23 rd September
Black History Month	October 2016
Transgender Day of Remembrance	20 th November
Re-Freshers' Week	16 th – 20 th January
International Week	23 rd - 27 th January
LGBT History Month	February 2017
Volunteer Week	13 th -17 th February
Volunteering Clubs and Societies award night	17 th February
International Women's Week	6 th -10 th March
Grant application deadline	9 th June 2017
Grant Claim deadline	30 th June 2017
SRC affiliation deadline.....	30 th June 2017

This list will be updated throughout the year.

SRC AFFILIATION

CLUBS ELIGIBLE TO AFFILIATE MUST

- Have at least six members, three of which must be committee members
- All committee members must be current students of the university
- No more than 20% non-student members
- Not be affiliated with GUSA

THE BASICS

Affiliation with the SRC is a simple process, but it is not automatic. To apply to affiliate with the SRC, clubs must submit the following -

- Completed Affiliation Application form
- Signed GUSRC clubs and societies equal opportunities statement
- Full list of members, including the student numbers of **all** student members
- Club Constitution
- Signed GUSRC constitutional requirements statement

To take full advantage of the benefits of affiliation at least one (but ideally all) committee members must attend an induction session (see website <http://www.glasgowstudent.net/clubs/faqs/> for a list of dates)

THE BENEFITS

- SRC Minibus hire* (page 7)
- Williams Room booking* (page 9)
- Pigeonhole on request
- SRC Grants* (page 11)
- Page on the SRC Website
- Eligibility to apply for a stall at Freshers' Fair (page 16)*
- Publicise club events on Welcome Point Screen (page 10)
- Book rooms through central timetabling* (page 9)
- HEAR (see page 10)
- Tea Urn (see page 8)

*subject to clubs meeting certain required criteria and, where relevant, availability of the service required.

Affiliation takes place throughout the academic year. **The deadline for submitting an affiliation form is 30th June 2017.** Any club or society that has not submitted their forms by this deadline will not be eligible to apply for a stall at Freshers' Fair 2017.

NB – GUSRC reserves the right to refuse affiliation to any club or society where concerns have been raised in the past and are considered to be unresolved. GUSRC also reserves the right to de-affiliate any clubs or societies that are considered to be acting in an improper manner and not for the best interests of students.

The decision of the Clubs and Societies Committee is Final

SRC MINIBUS

The SRC has **one** minibus available for clubs and societies use.

To be eligible to book the minibus clubs must -

- Have at least one committee member that has attended a current induction session
- Have authorisation from a listed committee member of the club. This can be an email to enquiries@src.gla.ac.uk, or they can sign the booking form in person.
- Have handed in a £200 deposit to the Welcome Point (society cheque preferred but cash accepted)
- Have **two** drivers who have completed the university minibus test (Page 8)

The minibus cannot be hired for personal use or for use in any third party group's events

BOOKING THE MINIBUS

If a club meets all the criteria the booking process can begin.

- Availability - A committee member can contact enquiries@src.gla.ac.uk or attend the Welcome Point to check if the bus is free on the required dates.
- Provisional booking – a committee member can provisionally book the bus. Provisional bookings must be completed by the end of the day if the booking is in the same week, or within 5 days if the booking is more than one week in advance. Bookings that have not been completed within the required timeframe will be cancelled.
- To finalise a booking, both drivers must attend the Welcome Point with their driving license and national insurance number. **Drivers must come to the Welcome Point by 4pm at the latest (3pm on Fridays) to make a booking as it takes some time to complete.**

Important Notes

- The minibus is supplied with a full tank of fuel. All fuel that is used must be replaced
- The deposit will be returned providing the vehicle is fuelled, clean and undamaged.

We strongly advise that you book the bus well in advance to avoid disappointment.

UNIVERSITY MINIBUS DRIVING TEST

The SRC can arrange for eligible students to sit the university minibus test. There are two available spaces each week. They always take place at 1pm on Thursdays and must be booked by 1pm on the Tuesday of that week at the latest.

To be eligible to sit the university minibus test, students must

- Be 21 years of age or over
- Have held a UK* Driving License for 2 years (manual vehicle)
- Preferably have no points on their driving license**

*EU and international students must also have obtained a UK equivalent licence and held that for one year.

**If a student has points on their license it will be at the discretion of the university garage whether they are allowed to take the test.

To book a university minibus test eligible students must

- Bring their driving license, national insurance number and student card to the Welcome Point
- Complete the relevant insurance forms

HOT WATER FLASK AND A2 POSTER BOARD

We have one large urn/flask and one A2 poster board for clubs and societies to use for events. The flask is for use with water only (hot or cold).

To book the flask or poster board for an event an office bearer should contact the Welcome Point in person or email enquiries@src.gla.ac.uk.

LIBRARY STALL SPACE

GUSRC have organised, in conjunction with our colleagues at the University Library, a new stall space that can be booked by Clubs and Societies. The table on Level 3 in the cafe and can be used to put on a display of your club's activities, recruit members, or to promote upcoming events that you are running.

If you want to book a slot at this new stall, please contact volunteer@src.gla.ac.uk

ROOM BOOKINGS

Affiliated clubs are eligible to book rooms from both the SRC and Central Timetabling. Rooms can only be booked for club meetings and events. They cannot be used or booked on behalf of any third party groups that clubs have association with, either formal or informal.

THE WILLIAMS ROOM

The Williams Room is located upstairs in the John McIntyre Building and is available for events for up to 80 people standing and 50 seating. It has audio visual equipment. **No food or drink is allowed.**

To be eligible to book the room clubs must

- Have at least one committee member that has attended a current induction session
- Have handed in a £75 deposit to the Welcome Point (society cheque preferred but cash accepted)

To book the room a committee member should

- Check availability by going to the Welcome Point or emailing enquiries@src.gla.ac.uk
- Make a provisional booking. Provisional bookings must be completed by the end of the day if the booking is in the same week, or within 5 days if the booking is more than one week in advance. Bookings that have not been completed within the required timeframe will be cancelled.

To finalise a booking a listed committee member **must**

- Attend the welcome point and complete the required booking form.

SMALL MEETING ROOM

The small meeting room, also located upstairs in the John McIntyre Building, is only available 9am-5pm Monday to Friday. The room is very small and the maximum number it holds is six.

To be eligible to book the room clubs must

- Have at least one committee member that has attended a current induction session

To book the room a committee member should

- Check availability by going to the Welcome Point or emailing enquiries@src.gla.ac.uk
- If the room is available it can be booked by an office bearer by email or in person, we will need their name and a telephone number to confirm the booking.

CENTRAL TIMETABLING

Clubs that are affiliated with the SRC are eligible to book rooms through the university provided they.

- Have nominated up to three of their committee to book rooms on behalf of the club.
- Have a generic club email address that all nominated members have access to.

For further details please see the timetabling webpage.

<http://www.gla.ac.uk/services/estates/timetabling/bookingaroom/studentsocietymeetings/>

Please note that clubs are only allowed to make one booking through central timetabling over the summer holidays.

OTHER OPTIONS

Clubs can also affiliate with the Queen Margaret Union and Glasgow University Union, both of which have rooms available to their affiliated clubs

FUNDING

APPLYING FOR SRC GRANTS

All applications are considered on their own merit and grants are awarded on a needs basis.

To be eligible to apply for a grant clubs must

- Have at least one committee member that has attended a current induction session*
- Have a treasurers bank account in the name of the club

*If you are going to be unable to attend an induction session before the deadline for applying for your grant (see below**) please contact clubsandsoc@src.gla.ac.uk asap.

The SRC will not normally consider the following:

- Meals
- General trips
- Gifts for speakers
- Room hire costs for venues in the university and the unions
- Non-essential club branded clothing
- Car Hire/ Minibus Hire (where the SRC minibus is available)
- Fundraising events (GUSRC may be able to provide a loan against costs which would be repaid after the event – see below)

Grant applications must

- Be completed by a committee member who is listed on the SRC affiliation form
- Include details of what is being applied for, why it is required, and a cost breakdown.
- **Be submitted in advance of the event being applied for and before any items, tickets etc. have been purchased.
- Be submitted along with a bank statement which is less than two months old. If you don't have a recent bank statement, we can accept an older one along with a recent balance printout, provided it can be shown to be relating to the same account.

Grant applications are considered at the meetings of the clubs and societies committee which usually occur every fortnight.

For applications for £200 or over we will require a committee member to meet with the clubs and societies committee to discuss the application in more detail. You will be contacted by email to arrange this.

Factors that are taken into consideration by the committee are

- Quality of the proposal and its impact on equal opportunities and inclusion
- The clubs ability to manage their finances
- The SRC clubs and societies budget
- The applications contribution to the SRC's overall strategic objectives.
- Potential access to alternative resources

If you require advice on completing your application or on your meeting with the committee please contact Mhairi Harris (vp-activities@src.gla.ac.uk) or Rose Marshall (r.marshall@src.gla.ac.uk).

FUNDRAISING LOANS

The process for applying for a loan would follow the same initial procedure as applying for a grant and should be submitted on the same form. Decisions would be taken based upon the bank balance of the society and the committee's decision over the likely success of the proposed event.

Any lobbying or attempt to circumvent the applications process may see your application disqualified.

The final deadline for submitting any grant applications for the year 2016/17 is **9th June 2017.**

CLAIMING AN SRC GRANT

Grants should be claimed within six weeks of the award being made. **All** grants awarded must be claimed by **30th June 2017**

To claim an SRC Grant a listed committee member must

- Email a photograph relating to your grant award to clubsandsocs@src.gla.ac.uk *
- Come to the Welcome Point with all relevant receipts**
- Complete the relevant forms at the Welcome Point
- Provide proof of display of the SRC Logo when this was a condition of the grant

*If you need to claim your funds prior to the event being funded you must send pictures of the event within two weeks after the event takes place. Failure to do so may result ineligibility to apply for a similar grant the following year, meaning that any grants, if awarded, would only be paid once photographs were received.

**No grants can be paid without a receipt or invoice.

GRANT REPORTS

Clubs that are awarded grants will be asked to submit a short report (500 words max) on how the grant was beneficial to the club, its members and the wider university community.

Collecting feedback is extremely valuable to us, and helps inform our own funding applications. In this way you could help with securing further funding for clubs and societies in the future.

EXPENSIVE ITEMS

We recognise that clubs/societies may not have the funds to make up front purchases where the items are expensive.

In this situation the club can request that the SRC will make payment direct to the supplier. **You must contact the SRC before making any commitment on our behalf** we will happily talk to the supplier for you.

OTHER SOURCES OF FUNDING

There are other avenues for clubs and societies to gain funding such as

- Chancellors Fund – Student Organisations are eligible to apply, details can be found at www.gla.ac.uk/about/givingtoglasgow/chancellorsfund/howtoapplytothefund
- National Lottery Funding – details can be found at www.lotteryfunding.org.uk.
- Sponsorship - When approaching companies you should aim to offer a variety of sponsorship opportunities, a company may be happy to pay for hoodies with their logos but may not wish to fund a formal dinner. It is also advisable to provide prospective sponsors with the following
 - A timeframe of when you expect events to happen
 - When you would be needing their help
 - Specific costs
 - Suggestions of how they might benefit from the partnership

FUNDING RESOURCES

Below are links and useful tips, resources and guidelines for organising fundraising events to help raise money for your clubs and societies.

Tips and resources

- <http://www.institute-of-fundraising.org.uk/home/> Lots of information about fundraising do's and don'ts and other resources.
- <http://www.eventbrite.co.uk/blog/> Sign up and you will be sent a lots of free fundraising tools

Information about Gift Aid

- <https://www.gov.uk/claim-gift-aid/overview> Advice from the HMRC on how to use Gift Aid to maximise donations.

Glasgow City Council Fundraising Licences

- <https://www.glasgow.gov.uk/index.aspx?articleid=3473> How to apply for street funding licences

Crowdfunding Sites

Lots of links to different sorts of platforms for crowdfunding, as well as useful advice about choosing the right one for your needs.

- <http://en.wikipedia.org/wiki/Crowdfunding>
- <http://www.crowdfunder.co.uk/>
- <http://www.crowdingin.com>
- <https://www.buzzbnk.org/>
- <http://www.justgiving.com/en/projects>
- <http://spacehive.com>

WELCOME POINT SCREEN

Clubs can promote their events by sending electronic versions of their posters to clubsandsocs@src.gla.ac.uk These can then be displayed on the SRC's screen in the Welcome Point.

Posters should be in an image format such as jpeg or png and should ideally be in landscape orientation.

WEBSITE - <http://www.glasgowstudent.net/clubs/>

Our website provides each club with a page where they can advertise what they do. To make the most of this facility, clubs should email a picture and blurb of around 250 words to clubsandsocs@src.gla.ac.uk

Images should have a ratio of **2.45 : 1** and minimum resolution of 736 x 300 pixels. Images with different ratios will be cropped to fit

HIGHER EDUCATION ACHIEVEMENT REPORT (HEAR)

From 2011-12 it has been possible for the following roles to be added to a student's record, and be included as part of their transcript when they graduate.

The only committee positions this applies to are –

- President
- Treasurer
- Secretary
- Vice President

To have this information recorded the committee member must

- Complete the GUSRC reflective log to a satisfactory standard, outlining what they have achieved and learned in their position.

The GUSRC reflective log will be emailed to all relevant committee members (usually in early April) for completion by a deadline (usually late May).

Please note that relevant committee members of clubs that affiliate after the last Affiliation meeting in the month of March, will have their details stored, and will have the form sent to them the following April, if their club affiliates again for that year.

VOLUNTEERING, CLUBS & SOCIETIES AWARDS

GUSRC host the Volunteering, Clubs and Societies awards to celebrate the success and achievements of our clubs and acknowledge the commitment of individuals who have worked to achieve that success.

Clubs will be sent an invitation and nomination form early in the second semester. The winners will be announced on the night and the winning clubs in each category will receive a certificate and small cash prize for the society.

CATEGORIES (subject to change)

- Innovation Award
- Publicity Award
- Best New Club/Society
- Exceptional Event
- Most Dedicated Member
- Working in Partnership Award
- Students and Community Award
- SRC RAG Award
- Volunteer of the Year

FRESHERS' FAIR

Societies are eligible to apply for space at the Fair, and applications will be judged against certain criteria. As the SRC has only limited resources, it may be the case that not all societies will be granted space.

Factors influencing decisions on stall applications include:

- An up-to-date SRC affiliation at the time the application is made
- The application being made by a current student of the university who is an office bearer of the society, and remaining so between date of application and the Fair itself
- The society's access to other external financial and material resources
- The society agreeing not to use its space for a third party or unauthorised organisation (and not, for example, sharing a stall with sponsors or another society which is unaffiliated or has been denied space)

- The society agreeing not to use recruited, non-student members to run their stall at the fair (for example on behalf of a regional or national level charity or other organisation)

Applications that the SRC believe are primarily motivated by the advancement of a third-party organisation, charitable or otherwise, may be denied space at the fair.

RUNNING A CLUB/SOCIETY

COMMITTEE MEMBERS

To affiliate with the SRC a club must have at least three committee members. We recommend you use the titles of –

- **President** – The president is the figurehead of the club. In most cases the president takes ultimate responsibility (although they should remember they have a team around them – egos are often why clubs and societies fall apart). The president essentially shapes the aims of the club for the year. They will usually chair meetings and support the work of other committee members. They should have a fair idea of who is doing what and keep abreast of all club activity.
One of the most important skills the president needs to have is delegation – the ability to confidently ask other people to carry out tasks on behalf of the club (but give credit where it is due) whilst keeping morale high and providing leadership.
- **Secretary** – The secretary is generally responsible for the administration of the club, arranging meetings and taking the circulating minutes and matters regarding the constitution. All correspondence will usually be handled by the secretary i.e. letting members know about meetings and handling all correspondence to outside bodies from formal letters to social media, emails and phone calls
- **Treasurer** – The role of treasurer is very specific. They must keep accurate and up to date financial records for your club. They will oversee the club's bank account, and are responsible for recording all sources of income and all outgoings.

It is essential that the bank account details are smoothly passed on from one treasurer to the next.

Treasurer Do's and Don'ts

Do keep careful track of your bank balance

Do keep all your bank statements and receipts

Do keep a cash book (even as a backup to a spreadsheet)

Don't lend any club/society money to members

Don't reimburse a society member unless they supply you with receipts

Don't sign blank cheques

Committee members must

- Be current registered students of the University of Glasgow*
- Ensure that an updated list of committee members, their student numbers and position is submitted to clubsandsocs@src.gla.ac.uk whenever there is a change of position.

*past presidents and honorary positions are the exception to this rule but they should not have any administrative powers or financial responsibilities.

ORDINARY MEMBERS

Membership must

- Be available to all current registered students of the University of Glasgow.
- Consist of at least 80% current registered students of the University of Glasgow.

The committee are responsible for keeping an up to date membership list.

The membership list must include –

- Members names
- Members student numbers

Members that do not have their student number listed will be considered to be non-student members.

The SRC may contact members to verify numbers.

MEETINGS

It is advisable to host regular committee meetings to organise the activities of your club/society. As an affiliated club you are eligible to book rooms through Central Timetabling (page_) and the Williams Room (page).

If your clubs is linked to a university department, they may be able to provide a room for meetings, contact the departmental secretary to see if this is the case.

Meetings should

- Have an agenda (usually agreed between the president and secretary)

- Have a person appointed to take the minutes, record those unable to attend and take a note of any action points.

ANNUAL GENERAL MEETING

Most clubs hold an AGM in semester two.

An AGM is an opportunity to

- Inform members about what has been achieved
- Elect the new committee (see also _)
- Approve the minutes of the previous AGM
- Present the presidents report to the members
- Present the treasurers report to the members
- Discuss any other business that is relevant

As not all registered students are over 18, GUSRC discourage holding meetings in premises that require patrons to be over 18 to enter.

We would also advise against the use of private flats for club/society events, although we appreciate that it is not always possible to avoid this.

Associate members must not exceed 10% of voting members at any general meeting.

MEMBERSHIP FEES

Many clubs charge a fee for membership, to enable the club to raise some funds. Membership fees can be collected at any point during the year but you must be sure to advertise that there is a fee when members sign up and that all members are charged the same amount.

BANK ACCOUNTS

Clubs wishing to apply for grants must have a society bank account. These accounts –

- Should be treasurer's accounts with two signatories.
- In the name of the club that is listed on the affiliation form

Banks may require proof that you are affiliated to the SRC before they allow you to set up an account.

Please note that many banks will not allow clubs or societies to open an account with 'University of Glasgow', 'Glasgow University' or 'GU' in the name. Therefore the SRC recommends that clubs and societies avoid including this in their name if possible.

DEALING WITH PROBLEMS

We recommend that your club or society has a clear procedure for dealing with any problems that may arise, and that your members know where to find these procedures. If anything does go wrong, it will be much easier to deal with than trying to make up the rules on the spot. Remember that the SRC cannot arbitrate or judge disputes.

It is up to your club or society to decide what your procedures will look like, but we have developed some pointers for you to consider. Bear in mind the size of your club/society and the resources available to you. What is appropriate for one club may not be for another.

We recommend you keep things simple and avoid overly formal or legalistic language in any of your policies or procedures.

1. COMPLAINTS PROCEDURE

- Who will deal with complaints about the club? Will it be the President, the executive, or a small sub-committee?
- Consider whether you want complaints to be made in writing and how quickly you will realistically aim to deal with them.
- Do you want to have a single stage complaints procedure, or the possibility for review by someone else within the club, if the complainant isn't satisfied? We would recommend no more than two stages.
- Consider confidentiality and how long records will be kept, and where they will be kept.
- Consider how you might use any complaints to make your club or society better in the future.

2. CODE OF CONDUCT/DISCIPLINARY PROCEDURE

- Consider what standards of behaviour you can reasonably expect of your members and office-bearers. (Examples might include: treating each other with respect, adhering to the Equality policy, not acting in conflict with the interests of the club or bringing the club into disrepute). How will you communicate this to them?
- Consider how you might deal with minor matters in an informal way.
- Who will deal with matters where a member has breached expectations (e.g. the President, the executive, or a small sub-committee)?
- How will you ensure that the person undergoing the procedure is properly informed and has the right to state his/her case?
- Consider what sanctions might be available (e.g. a request to apologise, to stop certain behaviour, suspension from the club for a period of time, or expulsion for the most serious cases).
- Consider whether you wish to provide a right of appeal (this would need to go to someone within the club who was not involved in the original decision).

In some cases, the problematic behaviour may constitute a breach of the University's [Code of Student Conduct](#)¹. In these cases, the University may be better placed to deal with the matter.

If bullying or harassment is an issue, then it's helpful to be aware of the University's [Dignity at Work and Study policy](#)², and the [Harassment Volunteer Network](#)³.

¹ <http://www.gla.ac.uk/services/senateoffice/studentcodes/students/studentconduct/>

² <http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/>

³ <http://www.gla.ac.uk/services/humanresources/equalitydiversity/policy/dignityatwork/app-c/>

USEFUL CONTACTS

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